

◆ Numerical Listing & Descriptions of CD-ROMS

CD 1 ACCESS 2000: BEGINNING

1999/LearnKey, Inc. /CD-Rom training disk

Audience:

HS-A

“LearnKey’s Access 2000, Beginning” will teach you the following topics: the Access environment; queries; measures tables; reports; attribute tables; forms and summary queries.

CD 2 LEARNING ACCESS 2000: INTRODUCTION

1999/Viagrafix/CD-Rom training disk

Audience: HS-A

“LearnKey’s Access 2000, Introduction” will teach you the following topics: the Access environment; queries; measures tables; reports; attribute tables; forms and summary queries.

CD 3 ACCESS 2000: INTERMEDIATE

1999/LearnKey, Inc./CD-Rom training disk

Audience:

HS-A

“LearnKey’s Access 2000, Intermediate” will teach you the following topics: designing a database; customizing field definitions; creating action queries; improving database design; importing and exporting tables; extending queries and managing a database.

CD 4 LEARNING ACCESS 2000: INTERMEDIATE

1999/Viagrafix/CD-Rom training disk

Audience:

HS-A

“Learning Access 2000, Intermediate” will teach you the following topics: designing a database; customizing field definitions; creating action queries; improving database design; importing and exporting tables; extending queries and managing a database.

CD 5 ACCESS 2000: ADVANCED

1999/LearnKey, Inc./CD-Rom training disk

Audience: HS-A

“LearnKey’s Access 2000, Advanced” will teach you the following topics: creating report details; enhancing report layout; creating form grouping; displaying data in a chart; integrating with the Internet; creating report groupings and form details; automating access and tips for the certification exam.

CD 6 LEARNING ACCESS 2000: ADVANCED

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning Access 2000, Advanced” will teach you the following topics: creating report details; enhancing report layout; creating form grouping; displaying data in a chart; integrating with the Internet; creating report groupings and form details; automating access and tips for the certification exam.

CD 7 LEARNING EXCEL 2000: INTRODUCTION

1999/Viagrafix /CD-Rom training disk
HS-A

Audience:

“Learning Excel 2000, Introduction” will teach you the following topics: getting started with Excel; Locating/operating an existing workbook; moving between worksheets in a workbook; Going to a specific cell; entering text and numbers; applying number formats, modifying size of columns/rows; renaming worksheets; editing and aligning cell content; merging cells and more.

CD 8 LEARNING EXCEL 2000: INTERMEDIATE**1999/Viagrafix /CD-Rom training disk****Audience: HS-A**

"Learning Excel 2000, Intermediate" will teach you the following topics: splitting a worksheet; hiding columns/rows; inserting/deleting cells, columns and rows; printing a selection; applying cell borders and shading; displaying gridlines; applying autoformats; creating and applying templates and more.

CD 9 LEARNING EXCEL 2000: ADVANCED**1999/Viagrafix /CD-Rom training disk****Audience: HS-A**

"Learning Excel 2000, Advanced" will teach you the following topics: outlining a worksheet; previewing a worksheet; changing page orientation; opening multiple workbooks; consolidating data from multiple workbooks; creating a link to source data; using autofilter; importing a table and much more.

CD 10 LEARNING OFFICE 2000: INTEGRATION**1999/Viagrafix /CD-Rom training disk****Audience:****HS-A**

"Learning Office 2000, Integration" will teach you the following topics: using the shortcut bar; exploring menus and toolbars; creating hyperlinks; inserting slides from Word files; sending data from PowerPoint to Word; previewing/saving/editing Web pages; using the Office Clipboard; using the Data Mapping Wizard and much more.

CD 11 LEARNING OUTLOOK 2000: SCHEDULING**1999/Viagrafix /CD-Rom training disk****Audience: HS-A**

"Learning Outlook 2000, Scheduling" will teach you the following topics: using help; viewing and navigating components; tracing activities; working with contacts; editing, printing, importing, organizing and sorting contacts; using the Journal; creating an appointment; setting reminders; assigning tasks; using filters and much more.

CD 12 POWERPOINT 2000: BEGINNING**1999/LearnKey, Inc. /CD-Rom training disk****Audience: HS-A**

"LearnKey's PowerPoint 2000, Beginning" will teach you the following topics: working in the PowerPoint environment; manipulating objects; polishing techniques; building a presentation; formatting objects and adding pizzazz.

CD 13 LEARNING POWERPOINT 2000: INTRODUCTION**1999/Viagrafix /CD-Rom training disk****Audience:****HS-A**

"LearnKey's PowerPoint 2000, Introduction" will teach you the following topics: getting started in PowerPoint; using a template; creating, saving, opening, and modifying presentations; inserting and building charts; adding transition effects; adding sound and much more.

CD 14 POWERPOINT 2000: INTERMEDIATE**1999/LearnKey, Inc. /CD-Rom training disk****Audience: HS-A**

“LearnKey’s PowerPoint 2000, Intermediate” will teach you the following topics: text boxes; slide master; tables and graphs; presentations; pictures; WordArt and organizational charts.

CD 15 POWERPOINT 2000: ADVANCED

1999/LearnKey, Inc. /CD-Rom training disk

Audience: HS-A

“LearnKey’s PowerPoint 2000, Advanced” will teach you the following topics: advanced customization; finalizing presentations; integrating with other programs and delivering presentations.

CD 16 LEARNING POWERPOINT 2000: ADVANCED

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning PowerPoint 2000, Advanced” will teach you the following topics: advanced customization; finalizing presentations; integrating with other programs and much more.

CD 17 WORD 2000: INTRODUCTION

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning Word 2000, Introduction” will teach you the following topics: exploring the Word environment; creating, opening, modifying, printing and saving documents; setting margins; using spelling and language tools; and more.

CD 18 LEARNING WORD 2000: INTERMEDIATE

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning Word 2000, Intermediate” will teach you the following topics: creating/modifying page numbers, headers, footers, lines, 3-D shapes and charts; entering, aligning and moving text; positioning, sizing and deleting graphics; creating and formatting tables; printing envelopes and labels and more.

CD 19 LEARNING WORD 2000: ADVANCED

1999/Viagrafix /CD-Rom training disk

Audience:

HS-A

“Learning Word 2000, Advanced” will teach you the following topics: creating page borders, bookmarks, endnotes, footnotes, watermarks, tables of contents, cross-references, macros and forms; customizing toolbars; using advanced sorting; embedding tables and more.

CD 20 LEARNING WINDOWS 98: INTRODUCTION

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning Windows 98, Introduction” will teach you the following topics: using shortcut icons; using the taskbar and start button; using the mouse; renaming and copying files; using the Recycle Bin and more.

CD 21 LEARNING WINDOWS 98: ADVANCED

1999/Viagrafix /CD-Rom training disk

Audience: HS-A

“Learning Windows 98, Advanced” will teach you the following topics: using shortcut icons; customizing the active desktop, taskbar, start menu and folders;

running the Scandisk utility; scheduling tasks; displaying appearance, effects, and settings; setting mouse properties, running a Windows script and more.